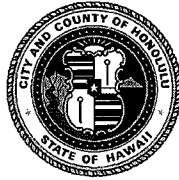


**OFFICE OF THE MAYOR
CITY AND COUNTY OF HONOLULU**

530 SOUTH KING STREET, ROOM 300 • HONOLULU, HAWAII 96813
PHONE: (808) 768-4141 • FAX: (808) 768-4242 • INTERNET: www.honolulu.gov



KIRK CALDWELL
MAYOR

ROY K. AMEMIYA, JR.
MANAGING DIRECTOR

GEORGETTE T. DEEMER
DEPUTY MANAGING DIRECTOR

May 20, 2015

The Honorable Ernest Y. Martin
Chair and Presiding Officer
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

RECEIVED
CITY CLERK
C & C OF HONOLULU
2015 MAY 20 AM 10:32

Dear Chair Martin and Councilmembers:

Pursuant to Section 13-103(b) of the Revised Charter of the City and County of Honolulu, I hereby appoint, subject to confirmation by your Honorable Body, Jeannine A. Souki as a member of the Board of Review II for real property tax appeals. Ms. Souki will succeed Carlota Ader and serve for a term to expire on June 30, 2017. I would appreciate your favorable consideration of Ms. Souki's appointment and request adoption by the City Council in the most expedient manner possible.

I have enclosed Ms. Souki's personal information form for your review. For any general inquiries you may have regarding this appointment, please contact my executive assistant, Justin Gruenstein, at 768-6603.

Sincerely,

A handwritten signature in black ink, appearing to read "Kirk Caldwell", is written over a horizontal line.

Kirk Caldwell
Mayor

Enclosure

cc: Ms. Jeannine A. Souki
Department of Budget and Fiscal Services
Board of Review II
Ethics Commission

CITY AND COUNTY OF HONOLULU
MAYOR APPOINTMENT / BOARD OR COMMISSION MEMBER
NOMINATION FORM

1. Position Nominated to: Real Property Tax Board of Review II
2. Name: Jeannine Aguon Souki
(First) (Middle) (Last)
3. Are you a citizen of the United States? Yes ☒ No ☐
Are you a resident of the City and County of Honolulu? Yes ☒ No ☐
If yes, how long 8+ yea
Are you a registered voter in the City and County of Honolulu? Yes ☒ No ☐
4. Political affiliation (Civil Service Commission and Liquor Commission nominees only) _____
5. Occupation: Business Owner
6. Name and address of employer or firm:
PROA PACIFIC LLC
1110 Nuuanu Avenue Suite 10, Honolulu, HI 96817
7. Does your employer do any business with the City and County of Honolulu?
Yes ☐ No ☒ If yes, state the nature of business and approximate dollar amount in the last five years:

8. Do you or does any member of your immediate family hold office or own stock in any firm?
Yes ☐ No ☒
9. Does the firm do business with the City and County of Honolulu? Yes ☐ No ☒
If yes, provide details including the name(s) of the firm:

10. Do you have any part-time employment, professional activity, or financial interests other than those indicated in the previous question? Yes ☐ No ☒
If yes, provide details:

11. Do you foresee any possible conflict between your present work, financial investments, business transactions or any other activity which would be incompatible with the proper discharge of your official duties or hinder you from effectively carrying out the duties for which you have been appointed? Yes ☐ No ☒
12. Are any members of your family employed by the City and County of Honolulu or any attached agency? Yes ☐ No ☒ If yes, please specify the department and division:

13. Are there any incidents in your past that may jeopardize your nomination
Yes ☐ No ☒

14. Have you ever been convicted of a felony? If yes, provide details:

No

15. Education:

Masters in Public Affairs/Public Administration - University of Washington Seattle

Bachelors in Arts - Journalism and Communications - University of Hawaii Manoa

High School - Notre Dame High School - Talofofo, Guam

16. Provide a summary of major work experience for the last ten (10) years. Begin with your present job including military (attach additional sheets if necessary or resume):

Business owner - PROA Pacific LLC, 2015; Community Development Director,

Pulama Lanai - 2013-2015; Public Affairs Associate Director/Advisor - Watanabe Ing,

LLP, 2007-2013; Senior Advisor, Seattle City Councilmember Jean Godden 2004-2006

17. Community activities, etc. (also list any service on any other board or commission Federal, State or County):

Board Member of the YWCA of Oahu, Good Beginnings Alliance, and past board

member for Boys and Girls Club of Oahu Alliance. Currently on the Governing Board

of the Hawaii Technology Academy - a public charter school

18. Have you ever been a member of a board or commission with the City and County of Honolulu?

Yes ☐ No ☒ If yes, provide name(s) of board/commission:

19. Will you be able to commit to the full term of this appointment? Yes ☒ No ☐

20. Will you be able to commit to meeting dates and times? Yes ☒ No ☐

21. Are you regularly away from Honolulu? Yes ☐ No ☒ If yes, please explain:

22. Are you willing to make a confidential financial disclosure to the city Ethics Commission upon appointment and yearly thereafter? Yes ☒ No ☐

23. What do you understand to be the prime duties of your county appointment?

Participate in the adjudication of real property tax disputes between property owners and

the City & County of Honolulu. Uphold the real property tax guidelines and policies

of the City & County of Honolulu

The above statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Jeannine Souki

(Signature)

5/18/15

(Date)

The completed form and any attachment(s) will be posted by the City Clerk and available on the City's DocuShare Website.

Jeannine Aguon Souki

PROFESSIONAL PROFILE & HIGHLIGHTS

Highly experienced government affairs professional with significant government and non-government organizational experience at the federal, state, county and municipal levels. Skilled at managing a broad range of legislative issues and resources and effective at identifying, navigating and building consensus support among key stakeholders. Excellent work ethic with superior analytical and communication skills. Strong community development and organizational skills and ability to work under pressure.

- Establishing and managing community development initiatives to build capacity and improve outcomes for education, health, business development and non-profits on Lanai, which include the establishment of the first full-service pharmacy on island.
- Implementing performance-based management standards and enduring practices for a Seattle City Councilmember office.
- Securing provisions in the No Child Left Behind Act of 2001 to increase authorization for federal education funds in U.S. Insular areas.

PROFESSIONAL EXPERIENCE

SOUKI CONSULTING, LLC

2 N Hotel Street, Suite 10, Honolulu, HI 96817

2/2015 – Present

Founder

- Provide client counseling on local and state government.
- Researching legislation, statutes and ordinances, agency rules and regulations.
- Representing and advocating on behalf of client matters before local and state governments.
- Developing messaging and strategies to mobilize support for client matters.
- Oversee development of advocacy and public education materials for client matters.

PULAMA LANAI

733 Bishop Street, Suite 2000, Honolulu, HI 96813

9/2013 – 1/2015

Director of Community Development

- Developing programs and strategies with local stakeholders, government and non-profit leaders to build a healthy and vibrant sustainable community for Lanai.
- Establishing and managing an employee wellness program ("Working on Wellness"), developing a healthcare vision and initiatives, and facilitating the establishment of Lanai's first pharmacy.
- Collaborating with higher education and lower education partners to build capacity, to improve the student-learning environment from k-12 and to develop a college and career initiative.
- Drafting, executing and managing agreements to support community development grants.
- Managing commercial property lease agreements for the establishment of support services and independently owned businesses on Lanai.

WATANABE ING, LLP

999 Bishop Street, 23rd Floor, Honolulu, HI 96813

Public Affairs Associate Director

11/2011-8/2013

Government Relations and Public Affairs Advisor

1/2007 – 9/2011

- Developing and implementing public policy strategies for clients on a wide range of legislative issues pending before congressional, state, and county legislators.
- Successfully advocating, analyzing, drafting testimony and position statements and legislation.
- Effectively advising senior corporate and government decision-makers on issues related to transportation, education, taxes, land use, and other public and private sector interests.
- Keeping abreast of current affairs and providing relevant information as it develops.
- Cultivating and maintaining relationships with legislative and administrative branches, affiliate groups and stakeholders.

SEATTLE CITY COUNCILMEMBER JEAN GODDEN**City Hall, Floor 2, 600 Fourth Avenue, Seattle, WA 98124-4025***Senior Policy Advisor**1/2004 – 1/2007*

- Establishing and carrying out management strategies for office operations and lead consensus-based planning process for an annual legislative and community action plan.
- Researching and drafting legislation, committee reports, briefing papers and speeches on issues including energy, technology, education, transportation, the environment and land use.
- Liaison with community organizations, stakeholder groups and outreach to constituents.
- Recruiting and training new hires.
- Overseeing staff work on research projects, constituent correspondence and website content.

U.S. CONGRESSMAN ROBERT A. UNDERWOOD (D-GUAM)**Congressional Asian Pacific American Caucus Chairman****2428 Rayburn House Office Building, Washington, D.C. 20515***Senior Legislative Assistant**2/2002 – 1/2003**Congressional Asian Pacific American Caucus Liaison**10/1999 – 1/2003*

- Planning and managing congressional hearings, forums and briefings for 36-member bipartisan, bicameral caucus and liaison with other minority caucuses.
- Securing the inclusion of Asian American and Pacific Islander students in the Gates Millennium Scholars program, which provides full scholarships to ethnic and racial minority students.
- Organizing a National Summit on the Status of Higher Education for Pacific Islanders and Southeast Asians in Washington, D.C. in May 2001, which brought together Members of Congress, Pacific Islander and Southeast Asian scholars, and community organizations to address barriers to education and annual student summit to familiarize young leaders with the federal government process.
- Securing a federal regulatory change for a 35 percent increase in Medicare reimbursement and establish a cost of living adjustment for home health agencies in Guam.
- Shepherding the inclusion of Asian Americans and Pacific Islanders in the Minority Health and Health Disparities Research and Education Act of 2000 within the National Institutes of Health.
- Managing the resettlement of more than 1,000 Burmese asylum seekers into the United States.

COUNCILMEMBER JON C. YOSHIMURA**Honolulu City Council, 530 S. King Street, Room 202, Honolulu, Hawaii 96813***Legislative Analyst and Communication Specialist**3/1996 – 9/1999*

- Providing policy guidance on committee matters.
- Advancing several capital improvement and beautification projects within Council District VI, covering Downtown Honolulu and Chinatown.
- Managing communication, establish and maintained contacts with media, elected officials, business and civic leaders, including members of various neighborhood boards.

AMERICAN RED CROSS**Hawaii State Chapter, 4155 Diamond Head Road, Honolulu, HI 96816-4417***Public Affairs Coordinator**1/1995 – 1/1996*

- Producing and managing communication and public relations strategies and collateral materials (brochures, letters, advertisements) for local fund-raising campaigns.
- Working with staff, board members, community leaders and volunteers to coordinate activities.
- Providing information to media on disaster relief activities, including coordination for a multi-media public service campaign.

EDUCATION

- Masters in Public Administration, Evans School of Public Affairs, University of Washington in Seattle, WA, 2006
- Bachelors of Arts in Journalism and Communications, University of Hawaii at Manoa, 1994

MEMBERSHIPS AND ACTIVITIES

- YWCA Oahu Board Member and Advocacy Committee Chair, 2013 - present
- Hawaii Technology Academy Governing Board Member, 2014 - present
- Good Beginnings Alliance Board Member, 2014 – present
- Boys and Girls Club of Hawaii, Alliance Board Member, 2007-2012
- Pacific Islander Women's Association Board Member, (Seattle, WA) 2004-2007
- Precinct Committee Officer, 43rd Legislative District, Washington State Democrats, 2003-2007
- National Asian Pacific American Women's Forum, National Board Member, 2003-2004. (Seattle, WA)
- Congressional Asian Pacific American Staff Association President, 2001-2002; Vice-President, 2000; and Membership Committee Chairperson, 1999 (Washington, D.C.)
- Waikiki Yacht Club Canoe Team, 1997-1999; and Na Wahine O Ke Kai Finisher, 1999
- Honolulu Marathon Finisher, 1998

Office of the City Clerk
CITY AND COUNTY OF HONOLULU
STATE OF HAWAII

Certificate

I, Glen Takahashi, Acting City Clerk of the City & County of Honolulu, State of Hawaii do hereby certify that,

JEANNINE A. SOUKI

a resident of the City and County of Honolulu, State of Hawaii is a duly registered elector (voter) of the

Precinct 01 Representative District 29, State of Hawaii

Affidavit No. 0807257 Registration Date: 02/14/08

Birth Date: [REDACTED]

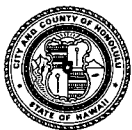
*In Witness Whereof, I have hereunto set my hand and caused the Seal of the City and County of Honolulu
to be affixed this 19 May 2015.*

Signature Block

Signature of Elector



*Glen Takahashi, Acting City Clerk
City and County of Honolulu
State of Hawaii*



RESOLUTION

RELATING TO THE APPOINTMENT OF JEANNINE A. SOUKI TO SERVE ON THE BOARD OF REVIEW II FOR REAL PROPERTY TAX APPEALS OF THE CITY AND COUNTY OF HONOLULU.

WHEREAS, Section 8-12.6, Revised Ordinances of Honolulu 1990 (ROH), as amended, establishes boards of review for real property tax appeals under the Department of Budget and Fiscal Services; and

WHEREAS, each board consists of five members appointed by the Mayor and confirmed by the Council to five-year staggered terms; and

WHEREAS, Section 8-12.7, ROH, charges a board of review with the duty of hearing and deciding real property tax appeals; and

WHEREAS, by Mayor's Letter, dated May 20, 2015, the Mayor has appointed Jeannine A. Souki to the Board of Review II; and

WHEREAS, if confirmed by the Council, Ms. Souki will replace Carlota Ader, whose term expired on June 30, 2012, and will serve a term that will expire on June 30, 2017; and

WHEREAS, to qualify for service on the board of review, a member must comply with two requirements:

- (1) Section 8-12.6, ROH, requires a member to have resided in the State of Hawaii for at least three years at the time of the appointment; and
- (2) Section 13-103 of the Revised Charter of the City and County of Honolulu 1973, as amended, requires a member to be a registered voter;

and

WHEREAS, the Council has reviewed the qualifications and character of Ms. Souki and finds that she deserves confirmation; now, therefore,

BE IT RESOLVED by the Council of the City and County of Honolulu that the appointment of Jeannine A. Souki to the Board of Review II for real property tax appeals for a term which expires on June 30, 2017 is hereby confirmed; and



CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

No. _____

RESOLUTION

BE IT FURTHER RESOLVED that the Council expresses its gratitude and appreciation to Ms. Souki for her willingness to be considered for public service and actively participate in city government; and

BE IT FINALLY RESOLVED that copies of this Resolution be transmitted to the Mayor, Chair of Board of Review II, and Jeannine A. Souki.

INTRODUCED BY:

DATE OF INTRODUCTION:

Honolulu, Hawaii

Councilmembers